

*Jamie*



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
1421 JEFFERSON DAVIS HWY  
ARLINGTON VA 22243

IN REPLY REFER TO

NAVAIRINST 5330.3  
AIR-711  
2 June 1994

NAVAIR INSTRUCTION 5330.3

From: Commander, Naval Air Systems Command  
To: All Naval Air Systems Command Headquarters Personnel

Subj: ALTERNATIVE WORK SCHEDULES

Ref: (a) PL 97-221 (NOTAL)  
(b) PL 99-196 (NOTAL)  
(c) FPM 990-2, Books 610 and 620 (NOTAL)  
(d) CFR Title 5, Chapter 1, Part 610, Subpart D-Flexible and Compressed Work Schedules  
(e) MILPERSMAN 3030100 and 3030150 (NOTAL)  
(f) NRFCWASHINST 7410.3B  
(g) OPNAVINST 6110.1D

Encl: (1) Work Schedule Request  
(2) Work Schedule Data Summary

1. Purpose. To revise the Alternative Work Schedules (AWS) Program within the Naval Air Systems Command Headquarters (NAVAIRSYSCOMHQ), Program Executive Offices (PEOs), and the Naval Air Warfare Center Headquarters (NAWCHQ) effective 12 June 1994. This program will consist of flexitour and a 5-4/9 compressed work schedule (CWS).

2. Cancellation. NAVAIRNOTE 12620 of 26 January 1988

3. Scope. This instruction applies to all NAVAIRSYSCOMHQ, PEO, and NAWCHQ civilian and military personnel located in the Washington metropolitan area.

4. Background. References (a) and (b) provide authority for the establishment of AWS within Federal agencies. References (c) and (d) provide further guidance on flexitour and CWS schedules. The main objective in adopting these work schedules is to improve the quality of work life.

5. Discussion. This instruction revises the ruling on holiday leave to allow nine hours (versus eight hours) of holiday leave for each holiday. This allows employees an 8-hour workday during the pay period regardless of a holiday.



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## 6. Definitions

a. Basic Workweek. A 40-hour workweek consisting of five 8-hour workdays.

b. CWS. A schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays and a part-time employee to work less than 80 hours in less than 10 workdays.

c. Core Time. The days and hours during which all personnel on AWS must be present for work. Core hours are from 0830 to 1430 and core days for CWS personnel are Tuesdays, Wednesdays, and Thursdays.

d. 5-4/9 Plan. A CWS consisting of eight 9-hour workdays and one 8-hour workday to fulfill the basic 80-hour work requirement per biweekly pay period. This schedule provides for 1 day off in each biweekly pay period.

e. Flexible Time Band. That portion of the workday during which an individual has the option to select starting and ending times as designated by the activity. The flexible time bands at NAVAIRSYSCOMHQ, PEOs, and NAWCHQ are 0600 to 0830 and 1430 to 1800.

f. Flexitour. A flexible schedule in which one selects starting and stopping times within the flexible time bands provided and continues to adhere to these times.

## 7. Policy

a. All NAVAIRSYSCOMHQ, PEO, and NAWCHQ civilian and military personnel may participate in the 5-4/9 CWS and flexitour on a voluntary basis with supervisory approval.

b. A sufficient workforce must be present to conduct command business, including Mondays and Fridays which are the CWS days off. As a guide, about 75 percent of the work force should be present on CWS days off.

c. A reasonable effort will be made to accommodate individual work schedule requests. In the interest of mission accomplishment, however, the supervisor may require some employees to remain on the basic workweek schedule.

d. Once established, work schedule changes will be kept to a minimum. Changes are made for a duration of no less than one pay period.

e. Consistent with the authorities delegated by reference (e), special liberty/shore leave may be authorized to military personnel as compensation for working extended hours.

f. All full-time schedules will include a one-half hour lunch break.

## 8. Responsibilities

a. Director, Human Resources Division (AIR-711) is responsible for:

(1) Coordinating, overseeing, and evaluating the AWS for NAVAIRSYSCOMHQ, PEOs, and NAWCHQ.

(2) Providing AWS information to NAVAIRSYSCOMHQ, PEO, and NAWCHQ personnel.

(3) Collecting data from NAVAIRSYSCOMHQ, PEO, and NAWCHQ offices on participation in AWS and related impact upon mission requirements.

b. Supervisors are responsible for:

(1) Developing appropriate work schedules.

(2) Ensuring attendance and leave are approved, recorded, and reported following the provisions of this instruction and reference (f).

(3) Ensuring compliance with the provisions of this instruction.

c. Timekeepers are responsible for:

(1) Ensuring posting and reporting of time and leave are completed in a timely and accurate manner per reference (f).

(2) Maintaining records to administer attendance and leave per reference (f) including form NAVAIR 5330/3, Work Schedule Request (enclosure (1)).

(3) Providing new personnel with Work Schedule Request forms and copies of this instruction.

d. All NAVAIRSYSCOMHQ, PEO, and NAWCHO personnel are responsible for being aware of and complying with provisions in this instruction.

e. Human Resources Office, Crystal City is responsible for providing assistance to supervisors in dealing with employees who abuse the AWS schedules.

## 9. Procedures

a. Personnel may elect one of the following AWS:

(1) Basic Workweek - Flexitour. Personnel select a fixed starting time at 15-minute intervals from the 0600 to 0830 flexible time band. The workday will end at some fixed time between 1430 to 1700.

(2) CWS with Flexitour. Personnel select fixed starting and stopping times within the defined flexible time bands and choose one of the following CWS schedules:

### GROUP 1 - First Monday Off

Week	S	M	T	W	TH	F	SAT	Total Work Hours
1	X	OFF	9	9	9	9	X	36
2	X	8	9	9	9	9	X	<u>44</u>
Total								80

### GROUP 2 - Second Monday Off

Week	S	M	T	W	TH	F	SAT	Total Work Hours
1	X	8	9	9	9	9	X	44
2	X	OFF	9	9	9	9	X	<u>36</u>
Total								80

### GROUP 3 - First Friday Off

Week	S	M	T	W	TH	F	SAT	Total Work Hours
1	X	9	9	9	9	OFF	X	36
2	X	9	9	9	9	8	X	<u>44</u>
Total								80

### GROUP 4 - Second Friday Off

Week	S	M	T	W	TH	F	SAT	Total Work Hours
1	X	9	9	9	9	8	X	44
2	X	8	9	9	9	OFF	X	<u>36</u>
Total								80

b. Personnel not electing one of the AWS must work the basic workweek - regular hours schedule. Official working hours are from 0700 to 1530 each day during the biweekly pay period.

c. Personnel initiate work schedule requests as prescribed in enclosure (1). Supervisors will review all Work Schedule Request forms for the unit, approve or disapprove schedules, sign the forms, and inform personnel of schedule determinations.

d. Any changes to the schedule must be approved by the supervisor. Changes in excess of one pay period will be documented on enclosure (1). Changes are effective at the beginning of the pay period following approval.

e. A supervisor may incorporate a flexible time band into the work schedule for civilian employees to participate in fitness programs. The employee must work the total hours scheduled for that day on that day. Similarly, supervisors may allow time off during the workday for military personnel to participate in physical fitness training per reference (g).

f. To evaluate AWS, form NAVAIR 5330/3 (OT), Work Schedule Data Summary (enclosure (2)) will be submitted to AIR-07A via AIR-711 at least annually.

10. Overtime or compensatory time, per Title 5, U.S.C. and the Fair Labor Standards Act, will be given to civilian employees when they perform work in excess of:

- a. 9 hours on a scheduled 9-hour workday;
- b. 8 hours on a scheduled 8-hour workday; or
- c. 80 hours in a biweekly pay period.

11. Travel and Training. The supervisor and subordinate will determine the appropriate work schedule in advance of the subordinate's travel or training. Generally, personnel work the schedule of the temporary duty station or the training facility. For CWS schedules, if the travel or training does not include a CWS day off, individuals may work their CWS schedule, if they can work the total hours required. If, on the other hand, travel or training includes a CWS day off, the individual may work a basic workweek schedule or change their CWS day. If changed to the basic workweek, the individual remains on that work schedule for the pay period(s) while in a travel/training status.

12. Leave. For civilian employees:

a. Annual and Sick Leave. An employee on approved annual or sick leave on a scheduled 9-hour workday will be charged 9 hours of annual or sick leave.

b. Holiday Leave

(1) When a holiday occurs on a Monday and this is the CWS scheduled day off, the following Tuesday becomes the workday off "in lieu of the holiday." If the CWS scheduled day off is Friday and a holiday occurs on that day, the day off "in lieu of the holiday" is the preceding Thursday.

(2) Nine hours of holiday leave is allowed for each holiday. Thus, regardless of when the holiday occurs in the pay period, the pay period will consist of a holiday, eight 9-hour workdays and one 8-hour workday.

(3) When a holiday occurs in the same week as a CWS scheduled day off, that workweek will be 36 hours and the other week of the pay period will be 44 hours.

(4) To illustrate the above:

	M	T	W	TH	F	Total Hours Worked
Monday Holiday	8	9	9	9	9	44
on Monday off	H	OFF	9	9	9	36
Friday Holiday	9	9	9	OFF	H	36
on Friday off	9	9	9	9	8	44
Holiday in	OFF	9	9	9	9	36
Different Week	8	9	H	9	9	44
From Day Off -						

c. Administrative Dismissals. Employees must be in an actual duty status (actually on duty at the time of dismissal) to be administratively excused. Thus, if an early dismissal occurs on an individual's CWS day off, the leave allowed will not apply to this individual. Refer to reference (f) and CCPO-CC Instruction 12630.1 for further information.

13. Timekeeping

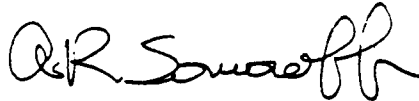
a. "CWS" should be entered into the block "Tour of Duty" and the actual hours worked (e.g., 8 or 9, 36 and 44) recorded.

b. The timekeeper uses either a serialim sign-in/sign-out sheet or records time daily per reference (f).

14. Security. Per NAVAIR Instruction 5510.2C, supervisors must inform the guard force by memorandum via the Security & Law Enforcement Program Office (AIR-07T) of alarmed areas that will be opening before present schedules. Late workers must be held responsible for accomplishment of all required security checks at the end of their workday.

15. Forms. NAVAIR 5330/3, Work Schedule Request and NAVAIR 5330/3 (OT), Work Schedule Data Summary are available in the NAVAIRSYSCOMHQ Forms Room.

16. Review. AIR-711 shall review periodically, the contents herein and provide recommendations for changes and deletions to the Commander.



A. R. SOMOROFF  
Deputy Commander

Copy to: (2 copies each unless otherwise indicated)

SNDL: FKALA (AIR-71044 (10 copies), AIR-71043 (40 copies), AIR-07 (10 copies)); FKR

Stocked: NAVAIRSYSCOMHQ (AIR-71043)

# WORK SCHEDULE REQUEST

## PART I. EMPLOYEE INFORMATION AND SCHEDULE SELECTION

(EMPLOYEE COMPLETE ITEMS 1 THROUGH 6)

1. NAME (PLEASE PRINT)

2. ORGANIZATION CODE

3. DATE

4. CHECK ONE OF THE BOXES BELOW, INDICATING YOUR CHOICE OF WORK SCHEDULE

☐ a. BASIC WORKWEEK – REGULAR HOURS  
(0700-1530)

☐ b. BASIC WORKWEEK – FLEXITOUR

c. COMPRESSED WORK SCHEDULE:

☐ GROUP 1 (FIRST MONDAY OFF)

☐ GROUP 2 (SECOND MONDAY OFF)

☐ GROUP 3 (FIRST FRIDAY OFF)

☐ GROUP 4 (SECOND FRIDAY OFF)

5. WORK HOURS FOR 4b AND 4c ABOVE: FROM \_\_\_\_\_ TO \_\_\_\_\_

6. SIGNATURE:

## PART II. SUPERVISORY CERTIFICATION

(SUPERVISOR COMPLETE ITEMS 7 THROUGH 9)

7. CHECK APPROPRIATE BOX

☐ APPROVED    ☐ DISAPPROVED

8. SIGNATURE

9. DATE

## PART III. WORK SCHEDULE CHANGES (IN EXCESS OF ONE PAY PERIOD)

(SUPERVISOR AND EMPLOYEE COMPLETE)

DATE		WORK SCHEDULE	EMPLOYEE INITIALS	DATE	SUPERVISOR INITIALS	DATE
FROM	TO					



1. FORMS MAY BE TYPED OR HANDWRITTEN
2. ITEM 1 FILL IN GROUP CODE
3. ITEM 3 COMPLETE DATE
4. ITEM 4 LIST MAJOR ORGANIZATIONS TO THE DIVISION LEVEL
5. ITEMS 5 THROUGH 9 FILL IN TOTALS
6. ITEM 10 PROVIDE SIGNATURES AND DATES
7. USE ADDITIONAL FORMS AS NECESSARY

Encl (2)